

# AWARD RECOMMENDATION

Contract Number: 2015145

Contract Title: Locksmith Services

☐ Bid

☒ Proposal

☐ Qualifications

☐ Sale

Award is recommended to:

Vendor	Amount	Comments
Desert Lock and Key and	\$9,255.00	Bid Amount
Anderson Lock and Safe	\$745.00	Sales Tax
	\$10,000.00	Total Amount

Total Award: \$

☒ Annually

☐ 1-Time Contract

☐ Bid is the lowest, responsive and responsible bid.

*If any bids were deemed non-responsive, please explain on the next page*

☒ Proposal is the highest scored proposal.

☐ Proposal is also the lowest cost

*If you are recommending to a vendor other than the highest scored, please attach an explanation or include an explanation in the "Additional Comments" section. Proposals are not always awarded to the lowest cost. This is just for information*

☐ Qualifications is the highest scored.

*If you are recommending to a vendor other than the highest scored, please explain on the next page.*

☐ Sale is the highest bid

*If any bids were deemed non-responsive, please explain on the next page.*

Please identify funding source(s):

☐ Grant Funded

Dept F170, Unit 1700, Activity 1097, Fund 1101A

(Supplemental Information on next page)

## Approvals:

1) Submitted by

3/10/15

Date

2) Purchasing Liaison

3/10/15

Date

3) Department Manager

3/10/15

Date

4) Department Head

3/10/15

Date

5) Procurement Officer

3-10-15

Date

6) Purchasing Administrator

3-12-15

Date

## **AWARD RECOMMENDATION**

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**Briefly describe the goods or services being purchased and how they will be used by the City:**  
*(this information will be used to create a Council or Administrative Award Report).*

This contract will be used to secure locksmith services for the City of Mesa's Facilities Department. The services used primarily on this contract will be duplicating/replacing keys, re-keying of locks, and repairing broken locks.

**Desired Start Date for Term Contract:** April 1st, 2015

**For Equipment or Vehicles, this is an:**

- ☐ Addition  
☐ Replacement – Please indicate what unit(s) will be replaced, why the unite(s) are being replaced and what will be done with the old unit(s) (include as an attachment if easier).

**If only 1 bid was received, do you know why more bidders didn't participate?**

N/A

**Please explain any responses that were deemed "non-responsive".**

N/A

**Are there alternatives to this purchase for the Council to consider?**

The dollar amount of this contract will not require that it be presented to the City Council.

**What are the consequences if the Council postpones or denies this request?**

The dollar amount of this contract will not require that it be presented to the City Council.

**Additional Comments:**

The recommendation of the selection committee is to acquire two vendors to provide this service to establish redundancy and preserve continuity in the provision of the service. Both Desert Lock and Key and Anderson Lock and Safe are being recommended since their scores were above the 400 point threshold established by the selection committee. In addition, both vendors have a very well established and successful performance history with the City of Mesa.